



Recce

Name of location: Joseph stone community centre mosborough

Things to take:	Y/N	
Camera	Y	Take on set to ensure safety procedures are followed.
Mobile phone	Y	
Notebook, pen, PDA	Y	
Programme risk assessment form	Y	
Maps/directions	Y	
BBC ID card	N	
Brief	Y	
Checklist	Y	
Talking to people:		
Confirm ownership	Y	Talk to people ask permission to film.
Exchange details	N	
Explain intentions	Y	
Discuss fees/ contract	N	
Editorial policy	N	
Are passes required?	N	
Availability and timings	Y	
Local events	N	
Dress code	N	
Copyright issues	N	
Children's details	N	
Transport/access:		
Landmarks for directions	N	

Neighbour disturbance	N	
Risk of trespass	N	
Internal access	Y	Access to the interiors is available.
Vehicle access	Y	Parking is available.
Toilets	Y	Available.
Traffic control needed?	N	
Shelter	N	
Safety for hazardous environments	N	
Camera/lighting:		
Position of the sun	Y	
Window direction	Y	
Power supply	Y	
Size of location	Y	
Strobing	N	
TV/computer screens	N	
Is floor level?	Y	
Secure place for kit	Y	
Cables	Y	
Smoke alarms/sprinklers	Y	
Sound:		
Listen	N	
Traffic/roadworks	Y	Applicable see H&S for precautions won't affect filming.
Aircraft	N	
Electrical hazards	Y	
Schools	N	
Weather	N	
Background music/PA system	N	
Wooden floors	Y	

Things for director:		
Take photos	Y	Photos take to assist with shot generation and floor plan. Event happening and being filmed means light can't be recreated through light kits.
GVs/top shots	N	
Cutaways	N	
Backgrounds	N	
Events	Y	
Food/accommodation:		
Eating	Y	Food is provided.
Hotels	N/A	